

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
July 21, 2008**

PRESENT: TOM CLOW, CHAIRMAN; WENDY CLARK, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; RICHARD W. BUTT, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Carol Holden, Frank Campana, Don Burke, George Malette, Sherry Burdick, Chief Begin, Diane Lamb

7:00 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Chairman Clow congratulated the Patriotic Community on a job well done.

HILLSBOROUGH COUNTY UPDATE – Carol Holden, County Commissioner from District #3 told the Board she represents 25 towns. Ms. Holden is before the Board to give an update on positive happenings. She said they have managed to keep budgets and tax rate stable over the passed 10 years so towns do not have a huge impact. Spending is up 1% and taxes went up 3%. Ms. Holden said they defer spending until after they receive taxes from the towns alleviating the need to borrow funds. Utilized technology for better services in the county and installing a new modern phone system. Ms. Holden said they have settled union contracts. The County has a Prescription Drug Discount Program, from National Association of Counties; Hillsborough County adopted this program last summer.

Ms. Holden said they are getting input from the 29 towns and 2 cities for master plan project.

Ms. Holden said they have community service through the Department of Correction; they now have 2 vans and a 3 acre garden to produce their own food to help reduce costs for the prison. There are concerts at the Nursing Home and their workers compensation reports are down. Ms. Holden said they have worked on the Right to Know Law and she intends to send a summary of changes to all the Town Administrators for distribution.

Ms. Holden said in all that things are going well in Hillsborough County.

Selectman Butt asked about the master plan for the complex. Ms. Holden said they have proposals to rent to tenants and there is 44,000 square feet available. Selectman Butt asked if there were plans to move the women's prison. Ms. Holden said it was up to the state; the county owns the building and they rent it out to the prison for approximately \$200,000 per year on a 5 year lease. Selectman Kurk mentioned the Court moving and paying rent to Goffstown. Ms. Holden said she thinks there will be a payback, once the building is occupied it should attract other tenants. Selectman Kurk asked when they get a bill; it is a head count bill by residents. Ms. Holden said it goes by the number of people and businesses. Selectman Kurk mentioned their taxes from the county went up.

Chairman Clow moved, Selectman Kurk seconded to enter into non public session at 7:20 p.m. under RSA 91-A:33 II (c). A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 4-0-0

FINAL

Selectman Kurk moved, Chairman Clow seconded to come out of non public at 7:57 p.m. A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 4-0-0

Motion was made to seal and restrict.

DEPARTMENT HEADS – Diane Lamb, Tax Collector informed the Board they can't try to sell the camper as previously discussed; the owner has 3 years to take it back if they want to. DRA is suggesting that the town does not take it and if that happens they would leave the taxes on the books as a lien against the owners and the campground would not be liable to pay the taxes. If the owners went for a loan they would have the lien against them and would have to pay the taxes. Ms. Lamb would have to call the campground and let them know the town decided not to take the camper and the town might just have to right it off as a loss. Selectman Kurk mentioned the campground owner wanting the site back. Ms. Lamb said the campground owner removed the camper from the site. Ms. Lamb said she understands that the camper owner took their personal property out of the camper and trashed it. Mr. Fred Ventresco mentioned that the Board suggested trying to get the campground owner to sell the camper, well they cannot do that. DRA suggests letting the campground take the camper and the town may have to take the loss of \$1,386.00.

TOWN HALL & STONE BUILDING PROJECTS – Mr. George Malette, Vice Chair Weare Building Committee said they are working on quite a few projects. Mr. Malette informed the Board that Sherry Burdick and Don Burke have also offered to be Clerk of the Works. Mr. Malette said Ms. Burdick was the one who contacted the contractors to for the Stone Building and the Town Hall. Mr. Malette said this would not take away from Mr. Meany but will help him because Mr. Burke and Ms. Burdick have time to offer.

Mr. Malette said the Building Committee would like to ask the BOS to use maintenance funds to paint the front door of the Town Office Building. Mr. Malette recommends removing the rust before painting and adding a rust inhibitor. The Building Committee is also asking to take the copy room door and reverse it; it is in the Fire Marshall's report as well. The door should swing into the room to keep the room at the appropriate temperature; there is an air conditioner just for that room. Mr. Ventresco said the room temperature is being monitored.

Ms. Sherry Burdick, Building Committee informed the Board she contacted a couple of painters and received a quote for the Stone Building. Mark Reed came in with \$2,970 to paint the galvanized steel trim soffit. She made a couple of phone calls and this was the only response she received. There is a rust issue that is causing stains on the galvanized steel. This money would come out of the article #13 money; Building and Maintenance Fund. Selectman Butt asked about a warranty. Ms. Burdick said she hasn't heard any negative comments about the painter. Selectman Butt said if rust is an issue will he scrape the rust. Ms. Burdick said he would use a rust inhibitor. Selectman Butt would like to see a warranty specific to inhibiting rust.

Chairman Clow asked the Board how they felt about the process of quotes. Vice Chairman Clark mentioned they have to go out to bid for more than \$5,000. She is concerned with spending the funds when they have so many other issues, Selectman Butt agrees. Selectman Kurk asked about the problem. Ms. Burdick said they have done nothing and that is the problem. She mentioned having to get a custom molding made if this work is not done soon. Mr. Malette said they are going to local contractors because they will come in and do the rust removal, inhibitor and primer and then after the brick work is done come back to paint it. Mr. Malette said they focused on certain local contractors that do quality work and could do the job in a certain time frame. Chairman Clow said because they already committed so much already to the masonry, the roof and just have painting and the sky light left he disagrees with not spending to complete. Selectman Kurk asked what the total was committed. Ms. Burdick said the painting was \$15,000. Mr. Malette said they had \$75,000 in the article for the roof, \$15,000 for restoration painting and \$20,000 for brick work; they are currently at \$38,000 for the roof and then have to do the skylight, if they go with this bid for \$2,970 it will leave them with \$37,000. Ms. Burdick said they did not have the information on the skylight previously and did not know what they were going to do

FINAL

at the time. It was discussed to install the skylight will cost \$65.00 per hour. Selectman Butt commented that they need funds for the Town Office Building. Ms. Burdick said this company will be leaving all the copper from the original roof for the town to get revenue from. Selectman Butt does not think they should be spending money on the Stone Building and feels they should be focusing on the Town Office Building for the safety of employees and the public. Selectman Butt feels the Stone Building is an icon in town, while he did object spending any money on it, it has got to the point where it just makes economic sense to finish the project. Selectman Kurk asked what other expenses the building will have. Ms. Burdick said \$7,000 was estimated, but will it come in at \$5,790.00.

Selectman Butt said he saw in the Building Committee minutes that there was an issue with the steps. Ms. Burdick said the steps at the Stone Building and the steps at the south side of the Town Hall need repair; the Historical Society will be paying for the steps at a cost of less than \$1,200. Selectman Butt asked about the rotting of the doors at the Town Hall will this fix that problem of the rot. Ms. Burdick said they need to come up with another wood and a better way to get it flashed in or put in a gutter to direct the water. Discussion about the discoloration in the floor which may indicate moisture. Selectman Butt said this is also a structural issue. Ms. Burdick said they would like to get a structural engineer to go through the Town Hall. Mr. Ventresco said he would have to ask the Trustees. Chairman Clow said they have the roof on the Town Hall and know everything that needs to be done with the Stone Building and they should wait until the probate goes through and gets clarified and then they will have funds available; before utilizing funds from the Building and Maintenance Fund. Mr. Malette said the only item specified this year for the Town Hall was the roof.

Selectman Kurk moved that they commit \$2,970 for the purpose of labor and materials for roof line and trim of the Stone Building, with the understanding they ask for a warranty, to Mark Reed with the funds to come out of the Building and Maintenance Fund. Passed 3-1-0

Selectman Butt wants to make sure that Mr. Ventresco works out the details of the contract to include the warranty. It was discussed an attempt was made to get 3 quotes. Selectman Kurk mentioned this would be done in August. Selectman Butt asked if there was any damage that could be done having this done before the roof was done. Ms. Burdick said he is coming back to put the final coat on after the roof is done.

Chairman Clow asked about the skylight. Ms. Burdick said she would like to move forward. The roofers agreed to do the installation at a rate of \$65.00 an hour and commented that the Historical Society would pay for the installation. Chairman Clow asked if they had quotes from anyone else. Ms. Burdick said this company produces a very high quality skylight. Mr. Malette said they did check out other companies, but this company had the best quality. Vice Chairman Clark said it is over \$5,000 so they need 3 quotes. Mr. Malette said because it is a specialty product, it is under the Board's discretion. Ms. Burdick said that it is custom made. Mr. Malette said the skylight is an aluminum frame system and has a low-e coating blocking out 90% ultraviolet light. Mr. Malette said most other companies do not do custom curved and sized applications. Vice Chairman Clark said Harvey does custom. Mr. Malette would like to recommend to the Board that this is the company they would like to utilize. Mr. Malette would like to get this finalized to get the whole job scheduled appropriately. Mr. Don Burke said this company does strictly custom quality work.

Vice Chairman Clark understands that it is a specialty item but feels they cannot make exceptions to the rule of being over \$5,000; it needs to go out to bid or get 3 quotes. Mr. Burke said when getting into restoration work the selection of manufacturer's is very small. Mr. Malette said the process would take too long to put it out to bid. Mr. Malette said if they go with this company the project would go forth in a timely manner; they have been in communication with this company for 3 months. Selectman Butt said as a Board they have to be diligent. Chairman Clow said the Board of Selectman has the right when concerning specialty or custom projects to waive the bid process. Selectman Butt asked how this falls into the critical path about getting the project done. Mr. Malette said they can't have the roof opened up and not have the skylight to put in. It was

FINAL

discussed 2 weeks is needed for a scaled drawing and 5-6 weeks for manufacturing. Selectman Butt asked why this is critical in timing. Mr. Malette said the roofers need to know the specifications. Selectman Butt asked why this wasn't done 2 months ago. Mr. Malette said the copper roof process was started 6 months ago and they have been trying to get companies out to look at the project. Ms. Burdick said when she contacts contractors it is a process to get a hold of them. Mr. Ventresco said he has been faced with the same problem.

Selectman Kurk said they have to be diligent with the process but they have these volunteers working hard to get the project going, doing all the leg work and getting the contractors. Selectman Kurk said this is \$750 over the \$5,000 estimate. Selectman Butt asked if this was a formal quote; \$65.00 an hour for installation with no idea how long it would take for installation. Mr. Malette said they projected the skylight would be \$10,000 for the project and this is coming in at less. The engineering drawings need to be approved. Selectman Butt would like to have Mr. Meany involved and review the drawings.

Selectman Kurk moved, Chairman Clow seconded to allot \$5,793.00 for the purpose of a skylight for the Stone Building to Brian Cosniki, upon approval of the drawings, with funds to come out of the Building Maintenance Capital Reserve. Passed 3-1-0

Selectman Butt wants to know the warranty, could it leak. Mr. Malette said it is a fixed unit that does come with a warranty. It was discussed they will approve the drawings. It was discussed no funds would be needed up front until everything is signed off. Chairman Clow would like them to work directly with Mr. Ventresco on the project.

Chairman Clow moved, Selectman Kurk seconded to give the Historical Society permission to reset the steps at the Stone Building and the south side steps at the Town Hall with the cost to be born by the Historical Society as a gift of up to \$1,200 in expenses. Passed 4-0-0

Ms. Burdick said she went to Clinton Grove and has found no problems with the drainage and thanked the Board and the Highway Department for their work.

Ms. Burdick said the copper roof contractor for the Stone Building would like to receive a check for \$15,000 to purchase the roofing materials. She will schedule the removal of the current copper roof with Mr. Knapp to have it transferred to Concord immediately.

Ms. Burdick asked for a letter months ago to have a fire pit at the Stone Building on Old Home Day for the Sharp Shooters for the Civil War Reenactment. Mr. Ventresco said she would have to contact Mr. Ray Eaton for a fire permit.

Chairman Clow moved, Selectman Kurk seconded to enter into non public session at 9:03 p.m. under RSA 91-A:33 II (a, c and e). A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Selectman Kurk seconded to come out of non public at 9:53 p.m. A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 4-0-0

Motion made to seal and restrict.

ABLE NETWORK & NH EMPLOYMENT TRAINING PROGRAM – Mr. Ventresco said they are being offered a maintenance person who is being trained for a 6 month period. This person would not be on the town's books at all and will also have worker's compensation. Primex recommends running this through the town's attorney as to whether the person is an employee or volunteer. Mr. Ventresco said Primex is tentatively all right with the issue. Chairman Clow asked if there is anticipation for future employment for this person. Mr. Ventresco said only if the Board wishes. Mr. Ventresco said this person is supposed to be trained. Selectman Kurk asked who will assign the work to the person and supervise. Mr. Ventresco said he would be the

FINAL

supervisor. Mr. Ventresco said they are in need of this service because there are always small maintenance projects that need to be done. Selectman Kurk asked if custodial work was just cleaning. Mr. Ventresco said custodial is cleaning with light maintenance. Selectman Butt said he spoke with other Town Administrator's and has not found any other town that uses this service and feels they do not have supervisory support for this person. Selectman Butt said they could possibly assign the person to the Transfer Station. The Board discussed passing the information along to the school system. Mr. Ventresco said Mr. Knapp solicited the NH Employment Training Program for the Transfer Station on his own; the reason is unknown. The Able Network was unsolicited. Selectman Butt feels this program is not for them.

ADMINISTRATIVE REPORT – Mr. Ventresco said they received bids for fuel from Energy North Propane at \$2.43 per gallon. Irving gave two options; price for heating oil at \$.1924 cents above the minimum rack price (which is what they are doing right now through Putnam) or a fixed price of \$4.685 per gallon locked in for heating oil (the day that they sign will be the price). Selectman Kurk asked about pooling with the school system. Mr. Ventresco said the schools purchase their fuels upfront because they have storage for fuels. Mr. Ventresco said the propane price is very good. Selectman Butt commented that other communities have received the same price as their school systems. Mr. Ventresco will look into this further. Mr. Ventresco said he has been watching the newspaper and Weare is the only town looking for bids.

Mr. Ventresco mentioned the Fire Marshall will be in at 5:00 tomorrow.

MANIFESTS

Chairman Clow moved, Vice Chairman Clark seconded to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated July 24, 2008. Passed 4-0-0

Accounts payable	\$298,121.87	
	\$19,485.00	(Fortier Construction)
Gross Payrolls	<u>\$48,139.69</u>	(includes Credit Union, Taxes)
Total	\$365,746.56	

MEETING MINUTES

Chairman Clow moved, Selectman Kurk seconded to approve the minutes of June 23, 2008 as amended. Passed 4-0-0

Chairman Clow moved, Selectman Kurk seconded to approve the minutes of July 7, 2008 as amended. Passed 4-0-0

Chairman Clow moved, Selectman Kurk seconded to approve the minutes of July 14, 2008 as written. Passed 4-0-0

Chairman Clow informed the Board he has communication from the meeting with Primex mentioning sexual harassment training for September. In the letter Primex thanked the Board for working towards multi year contracting and progress made on life safety issues.

Selectman Kurk asked Mr. Ventresco if he has received the Fire Departments contract for raises. Mr. Ventresco said no and stated he has asked several times.

The Board discussed mounting the thermostats for the air conditioners; which should be happening soon.

Selectman Kurk asked Chairman Clow if they established scheduling for discussions on the personnel policy. Selectman Butt asked Mr. Ventresco if he has updated anything on the personnel policy based on previous meetings. Chairman Clow said the minutes from July 9 contain changes to the personnel policy.

Selectman Kurk mentioned that the Highway and Land Use Departments really should have the faxed line moved and would really like to have a scanner. Mr. Ventresco said they asked him about the purchase and he

FINAL

told them no because of the budget. Mr. Ventresco discussed they should wait and purchase a better quality scanner. Mr. Ventresco said the fax line needs to be relocated through the phone company. Vice Chairman Clark mentioned they should purchase an all in one printer/scanner/fax machine.

Selectman Kurk mentioned a letter from Chief Richards regarding an offer by a cell company to place a pole at the Safety Complex. Mr. Ventresco said the Planning Board still has to approve it. Mr. Ventresco will have a recommendation for the next meeting.

The Board discussed the issue of Clerk of the Works and Chairman Clow asked what the sentiment was from the Board. Selectman Butt feels Mr. Meany should be the primary Clerk of the Works. Selectman Kurk said they should leave it in Mr. Meany's hands to handle. Selectman Butt does not want to have too many people involved, but if Mr. Meany needs backup then he can request it. Mr. Ventresco said the contract has Mr. Meany stated as the Clerk of the Works and if he feels he needs assistance he can engage them as needed.

Chairman Clow would like the discussion of painting the front door placed on the schedule.

The Board discussed the reversal of the door in the copy room. Mr. Ventresco will ask the Fire Engineer about the swing of the door.

Chairman Clow moved, Selectman Kurk seconded to enter into non public session at 10:42 p.m. under RSA 91-A:33 II (c). A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 4-0-0

Chairman Clow moved, Vice Chairman Clark seconded to come out of non public at 10:57 p.m. A roll call vote was taken, Selectman Butt – yes, Vice Chairman Clark – yes, Selectman Kurk – yes, Chairman Clow – yes. Passed 4-0-0

Motion was made to seal and restrict.

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary